

REQUEST FOR PROPOSAL

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

DATE ISSUED: October 22, 2004

RFP Title:	Chemical Dependency Treatment at the Regional Justice Center
Requesting Dept./ Div.:	King County Department of Community and Human Services Mental Health Chemical Abuse and Dependency Services Division (MHCADSD)
RFP Number:	151-04CMB
Due Date:	October 28, 2004 – no later than 2:00 P.M.
Buyer:	Cathy M. Betts, cathy.betts@metrokc.gov , (206) 263-4267

This addendum is issued to revised the original Request for Proposal, dated as follows:

1. The proposal opening date remains the same: Thursday, October 28, 2004 no later than 2:00 p.m. exactly.
2. The sign in sheet from the October 19, 2004 pre-proposal conference is available by contacting Cathy Betts at cathy.betts@metrokc.gov. Please include your FAX number,

The following information items were discussed at the pre-proposal conference:

Q1: Is there an office space provided in the jail facility?

A1: *Yes, there is office space on each unit (men's unit and women's unit).*

(continued on page 2)

TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed proposals will only be received by:

King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday – Friday

Company Name

Address		City / State / Postal Code
Signature	Authorized Representative/Title	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

Q2: What's in that space?

A2: *The office spaces are standard size. There is a separate room in the men's unit for a fax/copier or small copy machine. Larger copying needs will need to be done off the unit. There is a separate space for group meeting for 12 people (per state chemical dependency group treatment restrictions) and a large commons area. There are plenty of chairs available. Each housing unit can accommodate 64 people, more if double-bunked. Separate treatment services must be offered for men (L-Unit) and women (P-Unit) inmates.*

Q3: Is the polygraph exam new requirement?

A3: *This is not new in terms of staff clearance requirements but is being newly applied to ALL staff in the jail whether or not they are County employees. In such cases full criminal background checks and polygraph examinations are required for all staff who will work in the jail for 20 hours a week or more.*

Q4: When will this program be in place?

A4: *We hope to have a program in place at the RJC in January 2005.*

Q5: How many references are needed for this RFP?

A5: *If applicant is not a current MHCADSD provider, two references will be required. Current providers need not submit references.*

Q6: What's the expectation for evening and weekend schedule?

A6: *The agency must be flexible. Weekend hours will not be required, but some evening hours may be necessary.*

Q7: Could you provide a copy of the jail schedule – RJC hours/shift changes, etc.?

A7: *Yes, see attachment.*

Q8: Has there been arrangement with the jail for agency staff to have full access to the jail's database and other applications? Would this be available?

A8: *Agency staff will have restricted access to the DAJD local area network, basic Microsoft Office applications including Outlook, and the Internet. Agency staff will have restricted/public access to the jail's mainframe database (Subject-in-Process or SIP), which provides information about each inmate's criminal history (last 12 months only). Enhanced access to SIP has been requested but may not be available for agency staff. Restricted access, however, should provide sufficient detail for agency staff to perform their jobs. It is anticipated that agency staff will have desktop access to the MHCADSD IS database (ECLS).*

Q9: Asked for clarification on expectations on services, specifically referral for housing for client who will be released from the jail. Is the agency expected to just refer client but not necessarily responsible for housing placement?

A9: *The agency staff will be expected to work with housing providers in the community. Housing vouchers are available through the Criminal Justice Initiatives Project for Drug Court and Mental Health Court clients, which the agency can utilize.*

Q10: The RFP states that expenditures start in 2004? Is this correct?

A10: No, the RFP should have stated that expenditures will start in 2005.

Q11: On page 11 a – Where do you want eligibility be placed in the proposal?

A11: The applicant shall provide sufficient documentation to demonstrate minimum requirements/proposer eligibility in the Applicant Qualifications section of the RFP.

Q12: Are UAs done by the jail staff?

A12: No.

Q13: Is there a limit of 25 pages total on the Proposals?

A13: Proposals must be limited to 25 pages, excluding attachments.

Q14: How many women will be allowed in the program?

A14: Approximately 14 women, however, the number of women in the program will vary. There is no maximum number because this is a fee-for-service model, but the anticipated number of women participants will be 12-15 and likely not exceed 20.

Q15: Regarding technology, what equipment is assigned in the units? Could the agency use the existing equipment in the units?

A15: There are telephones and computers in each of the offices. The phones will remain in the offices; however, the computers will need to be replaced. The agency will be expected to purchase computers as part of start-up expenses. There is no copy machine on either unit. There is space for a small copier in one of the rooms in the men's unit.

Q16: On the evaluation process at the end of the first year, will there be an evaluation if the funding goes another year?

A16: It has not been determined at this point if the RJC treatment program will be included in the Criminal Justice Initiatives Project evaluation. Nonetheless, the agency will be expected to provide data and reports as required under contract. Contract compliance will be determined via these reports, TARGET reports, and annual audits conducted by King County MHCADSD.

The following information is provided in response to questions received:

Q1: The RFP indicates that eligible individuals would be incarcerated 30-140 days. If someone is incarcerated for 30 days or longer, the individual automatically loses Medicaid. The RFP states that other than \$20K for start up costs, the service would be billed on a fee for service basis to DASA Medicaid. We do not understand the project funding given that the clients would not have access to Medicaid until discharge and yet services are to be delivered at KRJC.

A1: The funding for this project will not be from state Medicaid, rather from the state Criminal Justice Treatment Account (CJTA) administered through King County Drug Diversion Court at a rate(s) consistent with the DASA Alcohol and Drug Outpatient Service Reimbursement Schedule

Q2: Will staff have access to a total of two offices (one in each unit)?

A2: MHCADSD has requested from the jail that a minimum of one office space in the women's unit and up to three office spaces in the men's unit be available for agency staff.

Q3: Will there be a secured area for client files onsite (in the designated office space)?

A3: *Yes, there are locking file cabinets located in the men's unit in a designated space. These file cabinets are owned by Public Health and may be retained by Jail Health Services. If so, the agency will need to purchase locking file cabinets as part of start-up expenditures. Otherwise, the keys will be turned over to agency staff.*

Q4: At the pre-proposal conference someone mentioned the availability of space outside of the unit that could possibly be used for educational services.

A4: *Yes, there is a space off the housing unit that could be used as a conference room or to accommodate a larger group. However, this room is also used as a video courtroom and will need to be reserved in advance.*

Q5: Can this space be used to provide individual counseling services as well or is there a space on each unit that can be used for 1:1 treatment.

A5: *Individual treatment may be provided in staff offices or in the multipurpose room (first floor of men's unit only).*

Q6: When using an area outside of the unit for treatment, would jail security escort the inmate or inmates to those areas?

A6: *Yes.*

Q7: Do we get paid for assessments if clients don't return for additional treatment services?

A7: *Yes. This is a fee for service model. Reimbursement will be based on individual units entered in the TARGET system regardless of continuation in treatment.*

Q8: Who was the contact person identified at the Thurston County Corrections Facility and do you have a phone number?

A8: *Lt. Janice Reed, Thurston County Corrections Facility, 786-5510 ext.5510.*

Attachment

RJC Second Shift Daily Schedule

At 1430 hours receive pass on from first shift
At 1440 begin headcount, name check, damage and security check
At 1442 radio check to housing control
At 1445 unit workers out to set-up for unit to be racked out. Barbers out
At 1450 headcount give to housing control
At 1455 unit given announcement that they have 5 minutes before they are racked out
At 1500 unit racked out expectations given to unit and mail passed out
At 1515 orientation given to new inmate in the unit that I have not talked with.
At 1530 security check
At 1600 5 minutes courtesy rack
At 1605-1620 first 15 minutes break.
At 1620 unit racked back, workers to prepare for dinner
At 1625 rack out older and physical challenging inmates comes out for dinner
At 1630 security check
At 1640 chow on deck and served, one tier racked out at a time
At 1700 unit return to cell after eating, workers clean-up
At 1730 security check
At 1730 call housing control to take over and depart unit for dinner
At 1800 return to unit, rack workers and barbers out
At 1810 unit is given announcement that they have 5 minutes before they are racked out
At 1830 security check
At 1835 conducting cell inspection.
At 1900 5 minutes courtesy rack
At 1930 security check and rack back inmates that failed cell inspection
At 2000 5 minutes courtesy rack
At 2005-2020 second 15 minutes break.
At 2030 security check
At 2045 inmate workers empty trash cans and put trash in sallyport
At 2100 5 minutes courtesy rack
At 2130 security check, unit rack back, unit workers starts clean-up
At 2150 call housing control to give headcount
At 2200 cut off visiting booth
At 2210 physical headcount and security check, get mail from mailbox and review kites
At 2220 unit workers rack back
At 2230 give pass on and relieved of duty by third shift officer